



TRANSMIT ONLY ORIGINAL TO FINANCE
DEPARTMENT WITH REQUIRED RECEIPTS
ATTACHED.

INCLUDE NAME OF ALL PERSONS FOR WHICH EXPENSES ARE INCURRED IN THIS TRAVEL VOUCHER

VENDOR

DEPARTMENT

TOTALS

DISTRIBUTION OF CHARGES

Prepared by (Employee)

Bureau Head

Department Head – Approved for Payment

Director of Finance

Receipts must accompany the voucher covering transportation, lodging and incidental expenses. Cost of meals will be reimbursed in accordance with current travel policy. If an employee is required to use his private automobile, he will be reimbursed at the rate per mile stipulated in the current travel policy.